

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Crew Supervisor	REPORTING UNIT NUMBER:	
DIVISION/BRANCH OR CENTER:	LOCATION:	
CLASS TITLE: Conservationist I (CI)	POSITION NUMBER: 533-XXX-1029-XXX	EFFECTIVE DATE: 10/1/05

<u>Supervision Exercised</u>			
NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
12-15	Corpsmembers		

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time required) Indicate %	(Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.)
45%	<p>Under the direction of the Conservation Supervisor, the CI is responsible for a variety of center activities, Public Service Conservation Work (PSCW) and special assignments which includes supervising and working with Corpsmembers. Duties include but are not limited to the following:</p> <p>Supervise, Train and Evaluate Corpsmembers and Supergrades</p> <p>Maintain and increase productivity on PSCW projects. Responsible for the discipline, safety and work habits of corpsmembers. Ability to take immediate action in life-endangering situations. Supervise spikes. Respond to emergencies. Night and weekend supervision, if assigned.</p>
20%	<p>Care, Maintenance and Security of State Equipment and Property</p> <p>Drive and operate state vehicles and equipment, perform minor repairs and maintenance, conduct inspections and recommend repairs and maintenance. Select and train Class II drives and schedule them for blue card testing. Red tag any vehicles deemed unsafe and provide alternate transportation to worksites.</p>
20%	<p>Recordkeeping and Personnel Administration</p> <p>Maintain time and leave records, write supervisor's report of injuries, disciplinary reports, weekly PSCW crew reports, and reports of safety meetings. Grant leaves, accrual of CTO, assign extra duty or take action for minor disciplinary problems. Recommend termination when no other course of action is left. Document conservation awareness activities, all documentation will be complete and on time.</p>
15%	<p>Teach, Direct and Counsel Corpsmembers</p> <p>Assist corpsmembers to adjust to center life; evaluate and teach corpsmembers on PSCW projects and curriculum activities; recommend supergrade candidates; instruct corpsmembers in the protection and conservation of California's natural resources. Reinforce the work of the Corpsmember Development Coordinator. Demonstrate honesty, loyalty and a willingness to do the job of a C-1. Show corpsmembers that you like working with young people. Instruct corpsmembers in woodworking and construction skills.</p>